



ENOCK PRATT *free* LIBRARY

your journey starts here

HOW BALTIMORE CHOOSES



Selection Policies of the Enoch Pratt Free Library

Eighth Edition, 2007

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PREFACE

The eighth edition of *How Baltimore Chooses: Selection Policies of the Enoch Pratt Free Library* represents the Library's commitment to provide a library collection that balances the best of both traditional and electronic library materials. The policies reflect the role of the Pratt Library as Baltimore City's public library as well as its role as Maryland's State Library Resource Center.

Emerging technologies and continuing requests for longstanding services require a flexible collection development policy that can help the Library respond quickly to changing customer expectations. This new edition recognizes the vast array of technologies that access electronic information. In addition, these policies demonstrate the Library's continuing commitment to children and its renewed emphasis on educational service to students. The 2007 edition of *How Baltimore Chooses* will enable the Pratt Library to provide a framework for continued growth and renewal.

Carla Hayden, Executive Director

FOREWORD

When the Enoch Pratt Free Library first published its *Book Selection Policies and Procedures* in 1950, it set the groundwork for future Pratt Library collection development policies by stating the Library's basic objectives of service, carefully considering format and subject criteria, and discussing the community and population groups the Library served.

The Pratt Library is committed today, as it was then, to providing "on equal terms, free service to all individuals and groups in the community, both children and adults. It accepts as its basic objectives the provision and servicing of expertly selected books and other materials which aid the individual in the pursuit of education, information, or research, and the creative use of leisure time."¹

The term "library collection" has a broader meaning today, as electronic access becomes a part of everyday library use. The Internet and electronic databases available online have made virtual libraries a reality. These resources allow the library to "come to" the user. When combined with the Pratt Library's rich collection of traditional materials, they provide users with an unprecedented level of access to information.

As with previous editions, this new edition represents over a year of discussions among staff, a re-examination of practices and trends in the publishing industry and changes in information seeking behavior and in our demographics.

We hope this new edition will serve as a practical yet visionary guide to all staff, a training tool for both new and existing staff, and an informational guide to the public as the Library meets new opportunities and fulfills long-standing demands.

The *How Baltimore Chooses* Committee:

Cynthia Bender
Helen Blumberg
Ruth Anne Champion
Sylvia Coker
Kathleen Fay
Vivian Fisher
Julie Johnson
Ellen Riordan
Lynn Stonesifer, Chair

¹ *Book Selection Policies And Procedures*, Enoch Pratt Free Library, 1950, page 3.

INTRODUCTION AND PURPOSE OF THIS POLICY

The Enoch Pratt Free Library provides services to individuals, organizations, and other libraries in the city and state. The Library's mission is:

"To provide equal access to information and services that support, empower, and enrich all who pursue knowledge, education, cultural enrichment, and lifelong learning."

Many factors influence a library's ability to fulfill its mission. The collection provides the foundation that determines how well the library is able to serve its public. This eighth edition of *How Baltimore Chooses: The Selection Policies of the Enoch Pratt Free Library*, is the framework that guides the development of the library's collections into the future. Written for customers as well as library staff and trustees, this policy serves to strengthen collection building, aids training, and informs customers of our selection policies and our commitment to providing excellent, responsive collections.

How Baltimore Chooses:

- provides guidelines for the selection of materials that support the informational, educational, personal development, and recreational needs of our diverse community.
- outlines the vital collection development components of weeding, replacement, duplication, and preservation.
- addresses the expanding role of electronic information exchange in the collection, and provides guidelines for incorporating these resources into the overall collection development plans.
- presents specific guidelines for a number of broad subject areas as well as for each format collected.
- provides guidelines for meeting the needs of special population groups such as children, students, older adults, and the disabled.
- emphasizes the importance of providing a collection that reflects the richness of our multicultural society.
- reaffirms the Pratt's responsibility to provide free access to ideas and information which promote learning, growth, and understanding in an increasingly complex world.
- reaffirms the Pratt's commitment to and support of intellectual freedom for all library customers.

The selection process balances the need for popular high demand materials with the equally important need for materials for student use, occupational development, individual intellectual development, and, in some areas, advanced research. Ideas and information are provided at all levels of reader sophistication, from very basic in some areas to advanced in others.

Recognizing that people learn and are entertained in many different ways, the library provides its customers with materials in as wide a variety of formats as possible, including hardback and paperback books, periodicals, videocassettes, audiocassettes, microforms, CDs, DVDs, and online databases and other electronically stored information. Each format contributes a critical part to the overall collection development plan. Throughout *How Baltimore Chooses*, the term "materials" refers collectively to all these formats.

The Library cannot possibly purchase and retain all of the materials that could conceivably be desired or needed by the general public. Therefore, staff selects carefully among the vast array of materials published, and weeds those materials in the collection that are no longer needed to support its role. The selection of individual titles, the decision to purchase, the determination of the number of copies, the choice of format, and the retention of older titles are all part of the collection development process.

The concept of "collection" now takes on a meaning far different from that of earlier decades. In the 21st century, the idea of "collection" encompasses not only those materials the Library owns, but also to materials to which it can provide access for its customers. The global information network has produced significant changes in the ways the Library collects, acquires, accesses and disseminates materials and information. Electronic access and quick, responsive interlibrary loan and document delivery in lieu of ownership is a significant departure from the traditional collection development activity of acquiring paper-based print media for a permanent collection. By maintaining its commitment to the development and maintenance of a dynamic print and electronic collection, and taking advantage of information technology and resource sharing, the library provides the most responsive collection and services possible.

ACCESS, INTELLECTUAL FREEDOM AND CENSORSHIP STATEMENTS

The Enoch Pratt Free Library is committed to freedom of access to ideas and information for all ages. The Library supports the American Library Association's *Freedom to Read Statement*, *Library Bill of Rights*, and *Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights*, the American Film and Video Association's *Freedom to View Statement*, and *Access to Electronic Information, Services, and Networks*. These statements are contained in Appendices B, C, D, E, and F. The Pratt Library holds these statements to be equally applicable to all materials, formats, and services for all library customers.

The democratic process depends on an informed citizenry. Because public libraries support the democratic process, it is in the public interest that materials are provided to reflect varying points of view on controversial subjects and on public questions and issues. The Enoch Pratt Free Library serves a community that is rich in its diversity. Individuals living in our society must have the opportunity to examine all sides of the issues themselves. No individual or group has the right to deny the rest of the community materials, ideas, or information with which they disagree, nor can the collection be limited strictly to materials that reflect the standards and interests of the majority of the community. It is the public library's responsibility to make available the widest diversity of ideas, views, and expressions, including those that may be unorthodox, unpopular, or even offensive to some parts of the community. The purchase of a controversial group's writings, or of materials that promote or illustrate unorthodox or unpopular beliefs, is in no way a statement of the library's advocacy or support for those viewpoints. In keeping with this responsibility to provide information on all sides of an issue, the library attempts to collect materials that balance partisan viewpoints.

The library believes that only parents and guardians have the authority and responsibility to restrict their own children's access to library materials and to the information available through electronic networks.

COMMUNITY PROFILE

Baltimore City, with a population of over 636,000, is the heart of a metropolitan area of over 2.5 million people.² One of the nation's leading ports, the City has grown from a center of shipping to a diversified economic center. "Baltimore's 13,800 businesses employ 278,300 workers. Federal, state, and local government employ approximately 20% of the workforce, with financial, business, and professional services employing another 20%. Educational and health services employ 25% of the workforce while manufacturing is now just 5%. The largest employers in Baltimore are Johns Hopkins University, John Hopkins Health System, and the University of Maryland Medical System. Corporations such as Constellation Energy/BGE, T. Rowe Price, and Verizon are headquartered in Baltimore."³

The State of Maryland, with a population of 5.6 million, stretches from the Atlantic Ocean to the Appalachian Mountains, encompassing the Chesapeake Bay in the center of the state. The bulk of Maryland's population is in the Baltimore-Washington Metropolitan Area, where the economic base is manufacturing, service industries, and tourism, and more than 125,000 people are employed by the federal government. Rural areas depend heavily on the agriculture, seafood, and tourism industries.

24.4 per cent of Baltimore City's population is aged seventeen or under. The City maintains 194 public schools with an enrollment of 85,468 students. Private and parochial schools flourish and educate 19,739 additional pupils. In the greater metropolitan area, sixteen public and private colleges and universities educate 154,236 students.⁴

Baltimore and the state support a richly varied cultural climate, with world-class museums, theaters, symphonies, opera and dance companies, and other performing arts organizations. The City has a diverse immigrant population and a wide variety of neighborhoods. "More than most U.S. cities, Baltimore is the product of its neighborhoods, each with its own character and flavor. There are nearly a thousand communities in the metropolitan area, many of them bound together by an almost mythical sense of small-town camaraderie which bears out Baltimore's claim of being a City of Neighborhoods."⁵

² *Baltimore City: Brief Economic Facts*, by the Maryland Department of Economic and Employment Development, 2005-2006, page 1.

³ *Ibid.*

⁴ Education figures from: *MSDE-DAA 2/06 and Maryland Higher Education Commission, Opening Fall Enrollment, Annual, 2006*.

⁵ "Baltimore Made Easy," *Baltimore Magazine*, 1994, page 8.

THE ENOCH PRATT FREE LIBRARY: Programs and Services

The Enoch Pratt Free Library consists of the Central Library, 20 branches, one anchor library, two bookmobiles, a jail library, the Pratt Centers for Technology Training, and the Regional Information Center. Founded in 1882 by philanthropist Enoch Pratt to be "free and open to all," Pratt has been known as one of the preeminent public library systems in America. It led the way in providing children's services, promoting architectural accessibility, developing innovative programming, and giving the library world benchmarks in areas of staff training and materials selection policies.

The Library's Division of Neighborhood Services includes 20 branches, one anchor library, and a mobile services operation. Branches provide popular collections that are responsive to the needs and interests of the diverse communities they serve, in formats most useful to their customers. The Pratt Centers for Technology Training offer free computer training in Windows, Microsoft applications and use of the Internet. The mobile services unit operates two bookmobiles, including a "Book Buggy" for young children, and several minivans that serve the Summer Reading Outreach Program.

The Regional Information Center is a special library operated as a partnership between the Enoch Pratt Free Library and the Baltimore Metropolitan Council. The collection features regional and urban planning materials with a focus on local demographic information, economic development, transportation planning, land use, and environmental issues.

The Central Library serves all citizens of the State of Maryland in its role as State Library Resource Center (SLRC). In 1971, the Maryland General Assembly enacted a law that established the Central Library of the Enoch Pratt Free Library as the State Library Resource Center. The law states:

In order to provide continued and expanding access by the citizens of Maryland to specialized library materials and services available only at the Central Library of the Enoch Pratt Free Library system... the General Assembly hereby declares the Central Library of the EPFL system to be the State Library Resource Center.
--770 Laws of Maryland 1676 et seq (1971)

This designation allows all Maryland citizens to have access to a public library whose resources are unparalleled in the State. Acting in place of a state library – which exists in most states – SLRC works cooperatively with regional, local public, school, special and academic libraries in a network that allows materials and information to be shared statewide. SLRC provides information services directly to Marylanders and serves as a reference and training resource for Maryland public libraries and their customers. SLRC is maintained with funds provided by an annual state grant allocated by the Division of Library Development and Services of the Maryland State Department of Education.

The Central Library/SLRC is comprised of subject departments including research and special collections in the fields of African American studies, Maryland history, H.L. Mencken, Edgar Allan Poe, small business, job and career, grants resources, and Special Collections. Special reference services include Government Reference and Night Owl Telephone Reference.

The Maryland Interlibrary Loan Organization (MILO), a department of the Library's Information Access Division, is responsible for providing materials requested not only by the library's branches, but also by other Maryland libraries. MILO is a cooperative network of public, academic, school and special libraries throughout the state of Maryland. Customers are provided with access to the books, magazines, newspapers and other resources of over 700 libraries in the state and from libraries outside of the Maryland network.

MILO fills many requests from the Pratt's own collection, and the remainder through interlibrary loan. The availability of the library's broad, in-depth collection enables other public libraries in the state to focus their collection development on the more popular materials demanded by the majority of their customers, knowing that the more specialized and less-frequently requested materials will be available through the State Library Resource Center.

SLRC also manages SAILOR, Maryland's Public Information Network, an online electronic information network. Customers are able to search Maryland's online library catalogs and to access many full-text books and articles in magazines, newspapers, and journals. They can answer specific questions or information on a particular topic. SAILOR provides information about services of public and private agencies, and government information, such as proposed legislation, job listings, and census data. SAILOR connects Marylanders via the Internet to information resources within the State and worldwide. SAILOR is available without charge through all public library systems and by dial access on modem-equipped computers.

Despite the ease with which they will be able to cross traditional library boundaries, Maryland residents will undoubtedly continue to depend on the Pratt's collections to supply materials that are not available elsewhere in the state or electronically. The advances in electronic transfer and other improvements in document delivery methods, combined with increasing prices and publishers' output, make it more practical than ever that libraries in the state develop and maintain strong commitments to resource sharing.

IMPACT OF ELECTRONIC ACCESS ON COLLECTION DEVELOPMENT

Advances in electronic publishing and other forms of electronic access have had a significant impact on the collection development policies and procedures of all types of libraries. Electronic publishing has evolved rapidly in recent years. Magazines and journals are now accessible electronically, either directly on the web, via subscription or through online databases. Major scanning and digitizing programs convert thousands of book titles every year. Book publishers are producing eBooks concurrently with the publication of print titles. eBooks are accessible as a print download from the Internet or as an audio file downloaded to an MP3 Player. Downloadable music, informational databases, library catalogs, full-text, and image files are available over the Internet.

Limited space, limited budgets, and the possibilities of simultaneous and remote use make electronic access an attractive alternative to print purchases in selected cases. The Library's collection includes a wide variety of eResources such as specialized databases accessed via the Internet, online reference services, and eBooks. As more and more materials become available electronically, the selection process increasingly involves deciding the most appropriate formats for broadest access to information and materials. The Library selects electronic formats and subscriptions rather than print purchases when these alternatives are appropriate for the type of the material, for the needs of the customer, and for most effective use of the materials budget for the library.

PRATT LIBRARY OBJECTIVES IN COLLECTION DEVELOPMENT

How Baltimore Chooses is designed to guide library staff in selecting materials that support the Library's mission. This selection process is coordinated by the Library's Collection Management Department. Each branch and department tailors its collection to meet the needs and interests of the community it serves, and may select materials that are unique in the system. Whether the Library's customers come from the surrounding neighborhood or across the state, this collection development policy assures that they will have access to materials which:

- fulfill the information needs of individuals as well as of the business, civic, and cultural communities;
- support formal and informal education for all ages from infancy through adult;
- support the occupational and professional needs of the general public, including the enhancement of job skills;
- enhance a person's ability to understand and participate in the world in which we live by including current materials which reflect new trends, ideas, and controversies from various points of view;
- illuminate the past, document and explain the present, and anticipate the future;
- spark the imagination, enhance creativity, or provide aesthetic experiences;
- support or enhance leisure activities;
- support the needs of diverse populations including children, youth, older adults, non-English-speaking populations, adults learning to read, and those with disabilities;
- reflect and examine the diverse world in which we live.

EVALUATION CRITERIA FOR SELECTION

Each item selected, regardless of format, should be evaluated in terms of the criteria listed below. These criteria apply to materials for all age levels. The criteria used may not apply equally to any single item, but should be flexibly applied according to the individual title and format being considered:

- *Subject relevance and importance of the material in meeting the needs of our customers*

The Library selects materials that cover topics of present or anticipated interest to our customers, as well as materials that fill gaps in the collection's subject coverage.

- *Anticipated or demonstrated public demand*

Popular authors, popular performers, homework assignments, heavy publicity, current high-interest topics, and media coverage often create high demand for new materials. Many older titles are perennial favorites which are also in constant demand. Within budgetary and other collection constraints, the Library purchases multiple copies of these materials.

- *Customer requests*

Customer requests for materials not owned by the Library are important collection development tools. Requested materials that meet other selection criteria are purchased if they are in print. These materials are expedited through the ordering process.

- *Timeliness*

Materials are often published or produced in response to new or continuing topics of public interest. Generally they are purchased in anticipation of public demand, subject to the guidelines stated elsewhere in the selection criteria.

- *Controversy surrounding the material itself that will create public demand or curiosity*

Citizens have a right to review and evaluate for themselves materials that are popular or "in the news." Citizens must have access to these materials so they can judge for themselves, and make informed contributions to the public debate. It is the Library's responsibility to make these materials available for public examination. Materials that are acceptable to some may be offensive to others. However, no one group's standards can determine what the Library purchases. Fear of offending certain groups, or of challenge or reprisal by these groups, does not influence the Library's selection decisions.

- *Reputation, popularity, or significance of the author, publisher, performer producer, or the material itself*

The Library collects works by publishers with sound reputations in the field, and by authors who have established followings or who are celebrities, newsmakers, award-winners, or recognized authorities in the field, and materials that appear on best seller and top rental lists. The degree of duplication of these materials depends on anticipated or actual demand.

- *Literary, artistic, or other recognized merit*

Materials which receive reviews and awards recognizing their outstanding prose, content, subject matter, or illustration are purchased, even if a limited audience is anticipated.

- *Favorable reviews from professional sources, or reviews that point to particular significance of material*

Each item is evaluated in terms of the need or demand for it in the collection. Reviews are used as a tool to determine which items are most suitable. For most items, it is preferable to have a review to help judge the material's value to the collection and its users. However, new materials for which a public demand is demonstrated or anticipated, either because of the popularity of the author or performer, media exposure, or the subject matter, may be selected without a review or despite a poor review.

- *Anticipated long-term use*

Not all materials purchased by the Library are expected to be in constant demand or have a high turnover rate. They are, however, expected to demonstrate some degree of continued use over time. Within these parameters, each agency defines use requirements in its collection policies.

- *Readability, style, and suitability for audience level*

The information or plot should be conveyed in a manner that is accessible to the intended audience. Materials intended for children or young adults should be written, designed, or executed at a level and in a style they can understand. Slang, argot, profanity, and jargon are acceptable when they are used to convey the author's point of view.

- *Clarity, ease of use, and quality of production*

Indexes should be provided for nonfiction. Tables, graphs, and other illustrations

should be clear and easy to interpret. Electronic formats should be user-friendly. Graphics, sound quality, and other production values should be clear, understandable, easy to see, and appropriate for the information or story being conveyed.

- *Format suitable to the contents and audience*

Stories and information are produced in a variety of formats. A number of different formats may all be equally valid means of providing the same information to different customers in different circumstances. The Library selects materials in alternative formats when the alternate media provide added value or utility by their use of sound, graphics, motion, enhanced searching, and interactive capabilities. The Library considers comparative costs, anticipated mode and ease of use, public demand, and presentation of content when selecting among alternative formats.

- *Accuracy and currency of information*

Except for those retained for historical purposes, reference materials of a factual nature must be accurate. Those that cover topics that quickly become outdated must be current, and must be updated on a regular basis. General circulating non-fiction with inaccurate or dated information usually is not added to the collection. Nonfiction based on faulty scholarship that ignores scientifically established fact is purchased as necessary to adequately represent a body of literature or thought, or as noted elsewhere in these criteria.

- *Importance in following the development of a topic or discipline over time, or contemporary accounts of events of historic interest*

Materials that are not current can still be valuable in showing the historical development of ideas and events. Important works, though dated, may be retained for historical purposes.

- *Uniqueness of the material, including scarcity of other material on the subject*

Works that cover subjects and themes not previously treated or unavailable elsewhere are important additions to the collection. If there is a need for coverage of that topic, they may be added even if poorly reviewed.

- *The need to provide materials of differing points of view*

Many historical, political, economic, religious, and social ideas are hotly disputed. In its effort to provide coverage of all sides of these disputes, the Library may purchase materials that are written to promote a particular theory or viewpoint. Those that are based on scholarly research and that also consider alternative

theories are preferred. However, materials that promote only partisan or narrow viewpoints or theories are also purchased, so long as materials promoting the other viewpoints are also sought to balance the collection. Materials whose primary purpose is commercial or business advertisement are generally not added to the collection, except as noted elsewhere.

- *Relation to other material in the collection, especially the ability to enhance the usefulness of other materials in the collection*

This includes indexes to other materials in the collection, audiovisuals that augment written materials, and additional works in fiction and nonfiction series already owned by the Library.

- *Price*

Materials that are priced well above the average costs reported in the Bowker Annual may be added to the collection. Staff consider anticipated use, reviews which point to the significance of the work and its contribution to the field, coverage elsewhere in the collection, the Library's role in providing such materials, and its impact on other purchases. The cost of the item may determine its circulation status.

The high costs of commercial electronic resources are justified by the daily use of these tools by librarians and library customers for information, research, and homework assignments. Unlike print materials, these resources are available in all library locations and via remote access 24/7.

- *Space limitations*

Space is usually considered along with the costs of alternative electronic storage formats and customer satisfaction. These criteria apply primarily to multi-volume sets and periodicals. Electronic format or microform is preferred for all but the most heavily used periodicals, assuming the material meets the requirements outlined in the sections regarding electronic format and microform.

- *Accessibility online or in electronic formats suitable for networking*

As materials become available through electronic resources, electronic access may be substituted for purchase of the hard copy.

- *Availability in other local, publicly-accessible libraries*

The resources of other area libraries are taken into consideration in order to avoid unnecessary duplication. As the State Library Resource Center, Pratt also considers the selection practices of other public libraries and purchases materials they might request. These materials must meet other Pratt selection criteria.

Libraries in professional schools, advanced research facilities and commercial and professional firms provide their constituencies with the specialized resources needed to conduct research or perform the job. Customers who are served by these libraries expect to find their professional and advanced academic needs met there.

SELECTION SOURCES

The Library identifies materials for selection in a number of ways. Reviews, customer requests and advertisements are of prime importance. Other sources include interlibrary loan requests, gifts, subject bibliographies, library-generated replacement lists, standing orders, publishers' approval plans, trade and association publication catalogs, publishers' catalogs, *Weekly Record*, and the *Subject Guide to Books in Print*.

Among the current standard review and promotional sources for adult and youth materials are:

Audio File

BCCB: Bulletin of the Center for Children's Books

Baltimore Sun

Black Issues Book Review

Bookpage

Book World (Washington Post)

Booklist

Brodart TIPS

BWI Snap Notification

Computers in Libraries

Criticas

Forecast (Baker & Taylor)

Graphic Novel website: www.noflyingnotights.com

Horn Book

Ingram Advance

Ingram Paperback Advance

Kliatt

Library Journal

Kirkus (adult and children)

New York Times Book Review

Publishers Weekly

QBR

School Library Journal

Video Librarian

VOYA (Voice of Youth Advocate)

In addition to these, staff regularly consult a number of special-interest journals to identify specialized titles not normally covered by general review sources. Examples include *American Historical Review*, *Contemporary Psychology*, *Economist*, *Journal of American History*, and *Art News*.

DUPLICATION

Timely and adequate provision of materials is a vital component of customer service. Duplication is essential in meeting the public demand for best sellers and other heavily used materials. Every unit evaluates actual or anticipated demand in order to make decisions on duplication. However, the Library does not duplicate every title, nor can it duplicate specific popular titles in sufficient quantities to fill every request immediately.

Because it is impossible to supply enough copies to satisfy demand for materials used in school assignments and those subject to high loss or theft, branches and departments may keep non-circulating copies of these items in order to ensure access.

Many titles are published in multiple formats, such as hardback, paperback, large print, audiotape, filmstrips, CD, videocassette, and DVD. The Library duplicates titles in a variety of formats to meet customer demand.

Normally a title is not duplicated in two or more subject departments. Exceptions are made for works of interest to more than one age level, and those needed by special units such as the African-American Department, Job and Career Information Center, or Grants Collection, and to support the activity of the Information Services Department.

REPLACEMENT

The Library does not replace all materials that are withdrawn because of loss, damage, or wear. Factors relevant to replacement are: continuing demand, number of copies still available, adequate coverage in other material or formats, and costs of repair vs. replacement.

COLLECTION EVALUATION

An ongoing, systematic evaluation of the collection is necessary in order to assess the state of the collection and to determine whether it is meeting the needs of the Library's users. Collection evaluation provides detailed qualitative and quantitative descriptions of the present collection and its relation to the Library's mission. It aids in the preparation of collection development plans, and helps measure the relevance of the Library's collection policies. It helps guide collection development by identifying the collection's strengths and weaknesses. It provides the information necessary for weeding and collection upgrade projects. It allows the Library to focus limited resources in areas needing the most attention. Finally, it helps administrators as well as selectors make informed decisions about budget allocations.

Holdings in all formats are evaluated: Monographs, serials, audiovisual, microform, and electronic formats. Qualitative evaluation of the collection is accomplished by comparing holdings against materials cited in various "core collection" bibliographies, special booklists and bibliographies, book reviews, school reading lists, books discussed or reviewed in the popular press, and bibliographies found in the "core" works of each field. Purchase of these materials is weighed against their availability in other local libraries, and their accessibility electronically or through interlibrary loan. Another important qualitative measure is the collection's ability to meet customer demand as indicated by author, title, subject, and ILL and reserve requests. Materials in the collection are also evaluated according to the age standards established in the Library's weeding guidelines. The physical condition of materials in the collection is evaluated, and decisions made about withdrawal, replacement or retention, and appropriate preservation methods.

Quantitative evaluation involves statistical analysis of the collection and its use, including volume counts, shelf allotment, collection growth rates, circulation, collection turnover, percentage of expected use, and author/title, subject, and demand. Reports generated by the library's integrated automated computer system aid in the collection of these statistics.

Each branch and SLRC/Central department submits monthly, scheduled assessments of areas of their collections to the Collection Management Department. The Department uses these recommendations to order new and replacement materials to meet the needs of each department and branch.

RETENTION OF LIBRARY MATERIALS

All collections are reviewed on a regular basis for accuracy, currency, and responsiveness to expressed user need. Materials no longer needed are withdrawn from the collection. Criteria are detailed in "EPFL Guidelines for Retention of Materials."

The basis of the Library's "weeding" policy is best defined by the American Library Association's 1991 *Guide to Review of Library Collections*:

"An item or group of items is considered for deselection when it is no longer relevant to a library's programs as defined in the collection policy, when it is redundant in the collection, or when its physical condition makes its unusable."

Retention of titles is based upon use, condition, and continued relevance to the collection. Items which should be retained in the collection but which have suffered physical damage due to use, abuse, or aging will be conserved when possible. Qualitative criteria for weeding include the following:

- failure to conform to program needs and/or customer demand
- lack of intrinsic merit
- lack of relevance to patron interest
- lack of reference, historical, or critical value
- reduced significance due to form, age, or subject
- erroneous or obsolete information
- poor condition

In addition to these criteria, SLRC/Central considers the collections and weeding policies of other libraries in the state, the level of coverage defined for the specific area of the collection, the existence and condition of duplicate copies, and expected future value of the material. It retains items that have a likelihood of use by Maryland libraries, but where the need is not great enough for retention in multiple locations. SLRC/Central maintains items of historical importance, including items that can be expected to be of future use. Many of these items are unique in the state. However, while uniqueness is taken into consideration, it is not SLRC/Central's role to serve as a repository for items that, while unique, do not fall within its collection goals.

CONSERVATION AND PRESERVATION

Following established practices and procedures during the routine handling of materials, such a use of acid free papers, tapes, and inks, and practicing proper shelving, storage, photocopying, and handling procedures, can greatly increase the life of library materials. Staff are responsible for identifying those items in the collection that require special conservation treatment. This is particularly important at SLRC/Central, where long retention periods for most materials are anticipated.

Techniques for conservation include, but are not limited to: re-binding, preservation photocopying, de-acidification, enclosure, or scanning and digitizing. Determinations on the desirability of conservation will be made on the basis of cost judged against expected use and/or replacement, and on the importance of retention of the item in the existing physical form.

The Library's Preservation Program includes procedures for the care and handling of all Library materials as well as the maintenance of an environment conducive to long-term retention. The Library recognizes that materials on paper, on film, or in electronic format require appropriate environmental controls, including light, heat, and humidity. Pratt's capital program includes specific objectives that will create and maintain an environment that protects the Library's collection.

GIFTS

The Library receives many gifts of books, magazines, audio-books, videos, DVD's, and compact discs. These gifts substantially enrich the library's collections. However, gifts must meet the same criteria for selection that new, reviewed materials must meet in order to be added to the Library's collections.

Gifts are accepted with the following provisions:

- All gifts become the property of the Enoch Pratt Free Library and are subject to its policies and procedures.
- Materials in poor condition will not be accepted.
- The Library reserves the right to dispose of unneeded materials, including selling items at library book sales.
- The Library cannot appraise the value of materials received as gifts, either for estate evaluation or tax deductions.
- The Library reserves the right to refuse certain types of gifts, such as realia.
- The Library collects gifts ONLY in the areas of African-American Studies, Maryland History and Interest, H.L. Mencken and Edgar Allan Poe.

MATERIALS FOR POSTING OR DISTRIBUTION

In keeping with its role of providing community information, the Library posts notices and makes available for distribution flyers and brochures from educational, cultural, and community organizations, government agencies and their adjuncts, and other public and private nonprofit groups. Such distribution does not constitute an endorsement of that agency by the Library. Materials and quantities accepted for distribution may be limited by available space and no materials will be more prominently displayed than others.

SECURITY

A key ingredient in the maintenance of the Library's collection is that of security. Many items in the library's collections are mutilated or stolen each year. While a specific provision of the Maryland Code (ED 23-308) addresses this problem, a major obligation to safeguard the collection rests upon Library administration and staff. Accordingly, staff:

- may require identification for use of high-risk reference items;
- will ensure that access to closed areas is restricted to staff and authorized visitors;
- will place identifying labels on each item so that it cannot be removed improperly from the Library;
- will enforce all regulations established in the Staff Manual or by other Library regulations to prevent theft or mutilation.

SALE OF MATERIALS

The Library is authorized to sell books and other library materials which are no longer required for public service, including gifts that are not added to the collection. Normally, these materials are sold to the public at on-going sales at SLRC/Central or in individual branches.

RESPONSIBILITY FOR SELECTION

Responsibility for selection resides ultimately with the Board of Trustees and with the Director of the Pratt Library. This responsibility is delegated by the Director to the Assistant Director, Division Chiefs, the Collection Management Department, Age Level Specialists, and Branch and Department Heads.

COLLECTION MANAGEMENT DEPARTMENT

The Collection Management Department is responsible for the selection, acquisition and care of materials in all formats for all age levels, and for maintaining an accurate record of the Library's holdings. The Department recommends the materials budget allocations, coordinates selection and ordering for the entire system, and works with all Library units to evaluate collections and establish collection development guidelines. It is also responsible for insuring that units follow collection assessment procedures and schedules.

COMMITMENT TO REVISE POLICY

Due to the rapidly changing nature of libraries, their constituencies, and their collections, elements of *How Baltimore Chooses* will be revised regularly as conditions change. The Collection Management Department will be responsible for initiating these changes and updates to the policy as they become necessary.

SELECTION OF SPECIFIC FORMATS OR TYPES OF MATERIAL

Not all units collect materials in all formats. What follows are the general considerations which guide the selection of these formats.

Hardbacks

Hardbacks are purchased when paperbacks are either not available or not desired. They are the preferable format for books that are expected to be part of the collection for many years. Generally, hardbacks should have the following characteristics: high quality paper and boards; secure binding that will stand up to numerous circulations; clear and legible typeface and illustrations; acid-free or other long-term paper if possible; reasonable price.

Spiral, Loose-Leaf, Workbooks, Flashcards, and Books Accompanied by Toys or Other Objects

In most cases, spiral-bound and loose-leaf materials are not appropriate for circulation. They may be purchased for reference use, or, if they meet other selection criteria, may be re-bound for circulation upon receipt.

Workbooks are generally unsuitable for the repeated use typically made of library materials.

Flashcards and books that are accompanied by toys or other objects that are essential for the book's use are generally not appropriate for circulation, but may be purchased for reference use if they meet the other selection criteria. Books accompanied by objects that are not essential to the book's use may be purchased for circulation. Incidental objects will be removed during processing.

Paperbacks

The Library purchases a large number of trade and mass market paperbacks, they are added to the permanent collection when hardback is unavailable or is a more expensive alternative. Mass market and trade paperbacks are acquired to provide duplication of heavily requested titles, and in response to customer preference.

Large Print

The Library maintains a collection of books in large (16 to 18-point) type, including fiction and nonfiction, to provide reading material for people who find

this larger type easier to read. Books are selected to offer a varied collection with broad appeal to adults and young adults and to mirror the regular print collection as much as possible.

Large print books are also available for eligible individuals through the Maryland Library for the Blind and Physically Handicapped, which is adjacent to SLRC/Central. That library's close proximity and extensive collection are considered when purchasing large print books.

Periodicals and Newspapers

The Periodicals Department of the Central Library/State Library Resource Center collects and archives an in-depth, retrospective collection of magazines, journals and newspapers to provide diverse customers throughout Maryland with a variety of current and historical sources of information in periodical format. The collection includes the following categories of periodicals:

- Popular magazines in a variety of subject areas
- General information/news magazines in a variety of subject areas
- Hobby/recreation/leisure magazines
- Magazines and journals from diverse geographical areas throughout the nation and world
- Scholarly journals in a variety of subject areas, with special emphasis on high-demand subjects such as business, education, literary criticism and social sciences
- Trade journals in diverse industries and occupations
- Newsletters from a variety of organizations (most of which are not permanently archived)
- Archived Baltimore newspapers
- Archived newspapers from counties throughout Maryland
- Archived national and international newspapers

Selection Criteria: Journals and Magazines

The Periodicals Department uses the following criteria when evaluating the selection of journals and magazines in paper or microfilm formats:

- Customer demand, either by title or subject area
- Availability of indexing and abstracting at the Pratt Library
- Lack of availability of title in full-text Internet sources
- Adequate subject coverage in all major subject areas
- Subscription cost
- Quality of content based on professional reviews or staff evaluation
- Quality of medium, print, images, etc.

- Ease of obtaining a paid subscription directly from the publisher or from the Library's subscription agency
- Currency of issues upon arrival in the Library (i.e., lag time between date of publication and arrival date)
- Space considerations for archived periodicals
- Language (English except for a few popular titles in major foreign languages)
- Availability of title in other Maryland libraries, especially public libraries or academic libraries that are accessible to the public

Selection Criteria: Newspapers

The Periodicals Department subscribes to some national newspapers in paper format based primarily on consistent customer demand for that title in a paper format and on the currency of the paper copy (i.e., minimal lag time between date of publication and arrival date). Access to most current national and international newspapers is provided through full-text articles in the Library's electronic databases or via an individual newspaper's web page.

The Department also maintains a major collection of Maryland newspapers from the 18th century to the present.

Archival Criteria: Journals and Magazines

The Periodicals Department maintains retrospective collections of journals and magazines in electronic, microfilm and/or paper formats. High-demand titles may be archived in multiple formats.

Electronic Archiving

Increasingly, the Library relies on electronic archiving of journals and magazines as compared to paper and microfilm archiving. Electronic archiving of journals and magazines provides remote access to the title, saves physical space in the Library, and may provide better images and copies as compared to paper or microfilm archiving of periodicals.

Paper Archiving

The Periodicals Department archives many titles in paper format, either permanently or for a limited time period. Titles that are not indexed, or that have minimal research value, are typically archived in the paper format for a period of six months to five years, depending on frequency of publication and customer demand. Most titles in paper format that are also permanently archived in the microfilm format are discarded after the microfilm has arrived in the department.

Some major criteria for paper archiving of journals and magazines are:

- Significant customer demand for retrospective issues of the periodical
- Availability of indexing and abstracting at the Pratt Library
- A significant amount of high quality graphics, especially color images, that cannot be reproduced in either the microfilm or electronic formats
- Lack of availability in microfilm or electronic format
- High-quality paper that is suitable for permanent archiving
- Ease of binding, including uniformity of issue dimensions

Microfilm Archiving

Some major criteria for microfilm archiving of journals and magazines are:

- Significant customer demand for retrospective issues of the periodical
- Availability of indexing and abstracting at the Pratt Library
- Minimal graphics
- Poor paper quality of the original paper issues
- Back-up copy of a high-demand title with significant graphics
- Paper issues are difficult to bind

Archival Criteria: Newspapers

The department archives a major collection of Maryland newspapers in microfilm format. A limited selection of national newspapers are archived in the microfilm format, but only if there is significant customer demand for the retrospective issues of the title and if the title is indexed in at least one electronic or print index owned by the Library. Increasingly, access to historical national and international newspapers is provided through full-text articles in the Library's electronic databases or via an individual newspaper's web page.

Reference Resources

The Periodicals Department maintains a collection of periodical indexes and abstracting resources in paper format to provide access to both the department's periodicals resources and to titles that the Library may not own. These resources include indexes such as *Readers' Guide to Periodical Literature*, *Access: The Supplementary Index to Periodicals*, *Alternative Press Index* and *The New York Times Index*. The department also purchases and archives standard book review sources such as *Book Review Digest* and *Book Review Index* in paper format.

Increasingly, however, the Library's primary means of accessing periodical citations is through databases accessed on the Library's web page.

Current editions of reference and collection management resources such as

Magazines for Libraries and *Ulrich's Periodicals Directory* are also purchased by the department.

Government Documents

The Library collects United States government documents, State of Maryland documents, and Baltimore City publications.

The Pratt Library has been a United States Government depository library since 1887. Currently the Library selects approximately 63% of the federal documents available to depository libraries. U.S. Government documents are published in a variety of formats, with emphasis today on electronic. The Library provides a link on its homepage to The Catalog of U.S. Government Publications, the online catalog of the Government Printing Office.

In order to provide a full public understanding of the State and its government, the Maryland Department collects documents published by the various Maryland government departments, offices, and agencies. The Library has been a depository for Maryland State government information since the Maryland State Publications Depository and Distribution Program's inception in January 1983, and had collected Maryland documents prior to that date. The collection includes laws and regulations, commission and task force reports, and annual agency budgets.

Official publications of Baltimore City and other Maryland counties and cities are acquired whenever possible and preserved as source material. Duplicate copies are obtained as needed.

Foreign Language

The Library collects materials in foreign languages to meet the informational and recreational needs of residents for whom English is not a primary language, as well as for those students, teachers, and multilingual adults who read more than one language in connection with their occupations, their studies, or for pleasure. The Library also acquires materials in foreign languages if comparable materials are not available in English.

Foreign language fiction and nonfiction are available at SLRC/Central departments and at those branches serving identified foreign language populations. Expertise of staff members who speak and read foreign languages is solicited when selecting these materials. Reviews, publishers' catalogs, and suggestions from the public are used in making appropriate choices.

Compact Discs (Music)

The compact disc is currently the most durable and the most frequently requested format for music, and is the format in which recorded music is purchased. The Library purchases a broad range of musical compact discs to meet the recreational and educational needs of the public. The largest number of purchases is made in the areas of opera, folk and ethnic music, jazz, pop, and rock. Other collection areas include orchestral classical music of individual composers, musical soundtracks, Christmas music, and religious music. The Library also attempts to collect works of local musical artists.

Spoken Word and Musical Audiocassettes

The Library purchases spoken word audiocassettes and CDs in fiction as well as in all nonfiction subject areas. Both abridged and unabridged formats are collected for all age levels. The Library maintains, but does not add to, a small musical audiocassette collection.

Phonograph Records

The Library maintains but does not add to the phonograph collection. SLRC/Central maintains a circulating collection of all types of music for recreational and educational use.

SLRC/Central also maintains a small collection of spoken language records. Areas of concentration are poetry, fiction, drama, which lend themselves to aural presentation.

Sheet Music

The Library collects scores, song books, and sheet music to meet a wide variety of interests, instruments, and levels of proficiency. The collection concentrates on popular songs, music for small ensembles, piano vocal music for operas and musical theater, and study scores. The Pratt's collection complements other sheet music collections in the area, most notably that of the Peabody Conservatory of Music.

DVDs and Videocassettes

The Library maintains two types of DVD/videocassette collections: a popular collection of feature-film, entertainment, and instructional titles intended for home

use; and a large educational collection - purchased with public performance rights if available - suitable for classroom and other group showings.

Videos and DVDs purchased with public performance rights are used heavily by other libraries in the state of Maryland. Titles selected are of interest to the residents, organizations, and institutions in the state. The collection reflects the general scope of SLRC/Central's collections, with special emphasis in the areas of history of film as art, music, art, business, social sciences, literature, religion, African American history and culture, and children's films.

The adult and children's titles in the popular collection are selected to meet public demand. The collection includes selections of new and classic feature films. The Library regularly consults lists of top sellers and rentals when selecting titles for this collection.

16 MM Films

SLRC/Central maintains a collection of approximately 2,100 16mm film titles. While this collection reflects the general scope of the State Library Resource Center's collections, there is a concentration in the areas of film as art, history of film, children's films, and classic documentary films. Many films have been replaced by video or DVD if available.

SLRC/Central continues to maintain a core collection of 16mm films that include titles that are specifically requested in the 16mm format, films that cannot be duplicated in video or DVD, and films that cannot be replaced and are deemed to be of value. Titles of local interest will be actively preserved by transfer to other media, if possible.

Slides

The Library maintains a small collection of mounted slides. The subjects covered by these slides are mostly the visual arts, architecture, and places of interest. Some of the sets are deposit collections from the National Gallery of Art.

Pictures and Photographs

Library units may include pictures and photographs in their vertical files.

The Fine Arts and Recreation Department at SLRC/Central maintains the Picture Collection. This collection consists of pictures clipped from magazines, withdrawn materials, calendars, and photographs. They are filed in folders by their Library of Congress Subject Heading. There are two special collections within the Picture

Collection:

- The Artist section of collection contains pictures of the artist's works filed under the artist's name.
- The Portrait Collection has pictures/portraits of various people files under their name.

Patrons with a library card may borrow a total of 25 pictures at one time. The pictures are placed in a plastic envelope/bag and labeled with the subject and number of pictures. Pictures are checked out at the Central Circulation Desk.

The Fine Arts and Recreation Department also maintains a collection of framed prints that circulate to the public. A patron may borrow one print at a time which is checked out at the Circulation desk. Prints circulate for six months.

The Maryland Department maintains an active photograph collection of Maryland subjects, largely from the files of local newspapers and donations by local photographers. Additions to the Maryland photograph collection are accepted subject to terms of the current Pratt Library gift policy.

Maps

The Library maintains a collection of over 100,000 maps of various types, such as road maps, political maps, historical maps, topographic maps, geologic maps, and aeronautical charts. Many of these maps are available for reference only. Maps are added to the collection through government deposit, gifts, and purchase.

Maryland maps are held in a separate collection in the Maryland Department. The Maryland Department collection numbers over 2000 maps and atlases. Maps are added to the collection when they appropriately add to the scope of the collection or they chronologically update current holdings.

Pamphlets and Vertical File Materials

Vertical files may contain ephemeral, uncataloged flyers, brochures, pamphlets, maps, and photocopied articles that supplement the permanent collection, as well as government documents, reports, pictures, and other materials of a more permanent nature that are not suitable for cataloging, binding, or shelving. Pamphlets and other vertical file materials are subject to the same selection criteria as other materials and will only be added to the collection if it satisfies the scope of the collection and it is not readily available through any other sources.

Microforms

The Library purchases materials in microform in order to provide customers with access to information unavailable in hard copy, or which, in hard copy, would be costly or occupy prohibitively large amounts of space. Microforms are also purchased in those instances where materials must be protected from loss or mutilation, and to supplement paper copies of heavily used materials where constant use results in unusually heavy wear.

The Internet

The Library maintains access to the Internet as a tool for its staff and customers to locate information in electronic format around the globe. Access to the Internet is available free of charge to all Library customers. Providing Internet access enables the Library to bring its customers resources beyond the confines of its site-based collections, available only in electronic format, unique, or too costly. Although the Library provides Internet access free of charge, customers may encounter databases and resources that require passwords, student identification, or access fees that must be paid by the customer and may limit customer access. The Library also utilizes filtering software on all workstations.

The Internet is a global network of networks, operated by a variety of educational institutions, commercial, government, and nonprofit organizations with a broad base of information creators, providers, and consumers. The Library has no control over the accuracy or timeliness of the resources these entities make available to Internet users. Library customers must use this resource at their own risk, filtered through their own set of evaluative criteria in regard to what is valuable, accurate, up to date, and valid. As with all Library materials, programs and services the responsibility for what minors read or view on the Internet rests with a parent or legal guardian. Library staff are available to assist customers in selecting or suggesting the best mix of information resources to meet their needs.

This Library receives federal funding in support of public Internet access. Federal law requires libraries receiving such funding to install filters (software that blocks access to Internet material containing visual depictions that are obscene, contain child pornography, or are harmful to minors) on its Internet computers. Maryland law 23-506.1 requires that public libraries adopt and implement policies and procedures to prevent minors from access to obscene materials or child pornography. Because the filtering software is designed to block access to sexually explicit material, it may also block access to material that is constitutionally protected, for example, information about breast cancer or AIDS. Federal law allows the Library to unblock individual websites that customers

believe should not have been filtered. Customers may request staff review of these websites by filling out a website evaluation form. In addition, the Library will disable the entire filter for adult patrons age 17 and over upon request. The Library reserves the right to ask for identification establishing that this federal age requirement for removal of the filter has been met.

The Library prohibits any unlawful use of the Internet by its staff or customers. Users who engage in unlawful use of the Internet on Library workstations and property or who harass other users may be prosecuted and/or may lose borrowing privileges. The Library prohibits: attempts to download or make copies of unauthorized files, attempts to hack or crack Library or remote servers, displays of website images which are pornographic or defined by Maryland State Law as obscene. The Library permits access to personal email and chat rooms by adults and minors. Users should exercise caution and follow safety measures when interacting with strangers online. In particular, parents must caution their minor children about sharing personal facts on the Internet.

Users of Library workstations are asked to use resources appropriately and to respect the privacy of others using nearby workstations. To preserve user privacy, the Library will never share, sell, or rent individual personal information it gathers, except for the purpose of recovering overdue items and fines or as ordered by subpoena under the USA PATRIOT ACT. The Library uses security measures to protect against the unauthorized access to personal identification data used by its system. The Library PC and print management system, SAM, does not retain information on websites visited by customers. The Library reserves the right to limit workstation and printer usage at peak hours or to schedule workstation and printer use in order to accommodate the largest number of customers at specific agencies.

The Library maintains a web site at www.prattlibrary.org and attempts to provide quality links to Internet resources for its customers. These include resources for children. In making recommendations and listing links from the Library's websites, Library staff members choose electronic resources and Internet sites as they select materials for its collections, i.e., they seek a balanced, information-rich approach to topic and Internet resources that have clearly stated authority and mission, are well-designed, reliably updated, and consistently available. Please check the Library's Frequently Asked Questions page for information about the Library's website selection policy and Internet.

Access Policy. Customers may make comments on these policies or requests for a staff review of blocked or unblocked websites via the Library's website (www.prattlibrary.org/filter) or mail directly to: Chief of the Information Access Division, Enoch Pratt Free Library, 400 Cathedral Street, Baltimore MD 21201.

Since the Internet is an electronic medium with multilayered telecommunications links among sites, it is subject to disruption in service delivery beyond the

Library's control. The Library makes every effort, however, to provide a stable and effective Internet service for its customers.

Electronic Resources

Electronic resources, such as online databases, eBooks, and downloadable audio and video are now widely available. Electronic resources both replace and supplement traditional library materials. Online databases offer full-text periodical searching in addition to indexing and abstracting services. eBooks offer electronic versions of novels, how-to books, and reference materials. Library customers have access to these resources 24/7 using a valid library card to log in to the library's website.

Reference and Non-circulating Materials

Many materials do not circulate from the Library. Usually these items are referred to as "reference materials." *Harrod's Librarian's Glossary* defines reference books as "(1) Books such as dictionaries, encyclopedias, gazetteers, yearbooks, concordances, indexes, bibliographies, and atlases which are compiled to supply definite pieces of information of varying extent, and intended to be referred to rather than read through. (2) Books which are kept for reference only and are not allowed to be used outside the library." The latter category includes many items in the Library which have been made reference or non-circulating for the following reasons:

- fragility of the material due to age
- above-average expense which prevents duplication
- uniqueness of material which is out of print and must be preserved
- need to make the material available when the demand for it far exceeds the Library's ability to supply circulating copies.

SPECIAL COLLECTIONS

In a number of areas, items are separated into Special Collections due to their unique qualities, rarity, or fragile nature. They are also transferred if special handling, access, or presentation needs of the material or its format are required, or in the case of archives and manuscripts, works of art and ephemera, where a specific subject is collected in enough depth to require special expertise or merit special recognition.

Rare Materials

Except in the cases of the special collections noted below, it is not the Library's role to solicit or purchase rare books or other rare materials. In particular, it does not generally collect items primarily of interest for extrinsic or display purposes, or which, while valuable or important, do not support the major collection development goals of the Library. Items already in the collection or received as gifts by the Library which are or become rare or valuable, or which fit collection goals are regularly added.

Subject Related

The Library designates a limited number of subject areas for development as major special collections. These collections always represent areas of high interest to the Library and its customers. Currently these subjects are Maryland, African-American interests, Henry L. Mencken and Edgar Allan Poe. The Library attempts to develop comprehensive, research level collections in these areas. Older and fragile materials may be acquired and are preserved.

Items of Financial Value

The Pratt Library rarely acquires expensive items except for large reference and microform sets, and for subject-related special collections and electronic resources mentioned above. When a department or branch determines that an item has a financial value that renders it inappropriate to remain on regular closed or open stacks, it should be placed in the specially designated and secured areas set aside by the Stacks and Shelving Department.

Fragile Items

Many items in the collection are fragile due to heavy use or because they have old and/or acidic paper. There are similar concerns for microforms and recordings. In order to reduce these problems, departments and branches

attempt to purchase books and other items made of long lasting materials, such as alkaline paper and sewn bindings.

When fragile items are identified and the department or branch wishes to retain the information contained in them, the preferred alternative is usually replacement by the purchase of in-print copies. When this is impossible, or when items are unique or rare, enclosure or other preservation actions are employed under standards and procedures developed by the Bindery Unit staff of the Collection Management Department, and the Special Collections Manager.

Departmental and Branch Special Collections

Many units have useful special collections, such as the Children's Historical Collection in the Children's Department, the Grants Collection in the Social Science and History Department, Russian language materials at the Reisterstown Road Branch, Spanish language materials at the Waverly, Brooklyn, Patterson Park and Southeast Anchor branches, and additional foreign language materials in the Fiction Department. Groups of materials are separated as special collections only when this action will either improve customer service or significantly improve the physical condition of the items concerned.

Digital Collections

The Enoch Pratt Free Library provides free online access to the Library's holdings of primary source material, including such artifacts and records of history as paintings, letters, photographs, books, audio, and video. Primary source material is selected for digitization based on the following criteria: the significance of the items in relation to the uniqueness of the materials; the current physical condition and projected availability of the items; technology resources available to digitize the items; and the ability to resolve intellectual property and copyright issues when materials are not in the public domain.

The Central Library/SLRC plans, directs, and implements digitization projects for the Maryland Digital Cultural Heritage (MDCH) Program. The MDCH Program provides free online access to primary source material housed in a variety of Maryland's cultural heritage institutions. These institutions include public, school, and academic libraries; historical societies; archives; museums; and other cultural heritage institutions. In some cases primary source material owned by private individuals may be selected for digitization. Materials are selected at the discretion of the MDCH Coordinator using the same criteria as those used for EPFL digital collections, with a special emphasis on materials that focus on Maryland's history and cultural heritage.

SPECIAL CONSIDERATIONS FOR SUBJECT AREAS

Adult Fiction

The Library collects representative works from all categories of fiction: best sellers, mystery and suspense, science fiction and fantasy, romance, horror, western and adventure stories, literary fiction, short stories, historical fiction, and international fiction.

Selections take into consideration the need to satisfy heavy popular, immediate demand, and to satisfy readers of differing tastes, interests, purposes, and reading abilities. Popularity is an important aspect of developing the collection. Selection of individual titles takes into account the following: estimation of actual or potential public demand, examination of available reviews in professional and commercial media, and consideration of the long-term usefulness of the item. Special attention is given to fiction titles needed for school assignments, which requires maintaining a selection of major popular novels and classic fiction. Special attention is also given to fiction by African American authors.

SLRC/Central's fiction collection reflects the growth of popular and classic English-language fiction. It gives particular attention to maintaining a basic collection of standard novels and the classics and semi-classics of world literature. English translations of notable foreign language fiction works are also included. Emphasis is given to titles which appear to have the most long-term usefulness and for which reasonable availability can be maintained.

African American Materials

The Library maintains a collection of materials by and about African Americans to be a key component of its service mission. The African American population constitutes the majority of Baltimore City, and a significant percentage within the State of Maryland. They have made significant contributions to the development of Baltimore, Maryland, the United States, and the world. Knowledge of the history, culture, and current status of African Americans is of critical importance to an understanding of the region, the United States, and the world.

The Library collects materials that are relevant and adds to the scope of the collection. In addition to works in the mainstream press, the Library seeks works by new authors and small presses that will be of interest to the African American community. The acquisition of microforms specific to this collection enhances the collected works of primary resource materials that support research in this area. A number of branches develop special collections of materials by and about African Americans in response to community interest. The African-American Department at SLRC/Central maintains a special collection that contains the state's largest resource for African American studies.

Cultural Diversity

The Library has always attempted to collect materials that make the broad range of human differences accessible and understandable. The Library strives to provide materials that encourage the study and appreciation of one's own cultural heritage, as well as an understanding of and respect for the heritage of others.

Today's school curricula emphasize the study of cultural diversity. The concept of "diversity" now includes not simply ethnic heritage, but religious, ability, gender, age, language, sexual orientation, and family structure differences. Publishers have responded with a proliferation of "multicultural" materials that enable the Library to develop areas which were not covered adequately in the past. The Library collects materials that provide cross-cultural comparisons, as well as those that focus on specific groups. In particular, the Library seeks works that depict different cultures and lifestyles accurately and sensitively, especially those written by members of those communities.

Genealogy

The Library collects "how-to" and other materials designed to help customers with the initial stages of their genealogical research. SLRC/Central departments provide genealogical materials to support other collections and services, such as local newspaper indexes, county histories, biographical sources, and some important genealogical indexes and reference tools. It does not seek to collect individual family histories.

The Maryland Department collects material to support family history at the state, county and local level. Sources related to Maryland genealogy, in both hard copy and microform, are added in an effort to provide as much information for family research short of providing original vital records.

Law

The Library collects legal material for a wide variety of general users and students below the graduate level. The collection includes legal encyclopedias, dictionaries, and how-to books for the layman. It also includes the Maryland and United States Codes, regulations, case reporters, and sources for legislative history. The Library also collects legal histories, biographies, accounts of famous cases, and constitutional law written for students and laymen. The Library does not attempt to provide a comprehensive legal collection for professional use. Customers needing information at that level are referred to one of the area's law libraries.

Maryland

The study of the history and conditions of one's locality and state is a key ingredient in supporting the educational, economic, and recreational needs of library customers. At all locations, the Library attempts to provide access to basic histories of the state, city, and neighborhood; current demographic and other statistical data; governmental and organizational directories; and data on key local institutions.

The Maryland Department at SLRC/Central is responsible for creating and maintaining one of the State's premier, comprehensive collections of materials relating to the history, economics, social conditions, literature, arts, and all other aspects of the development and status of Maryland and its citizens. Branch libraries collect state and local information to respond to the broad range of customer information requests — school assignments, neighborhood history, community organizations, and personal, legal, business, and political needs.

While the Library recognizes a special interest in supporting the work of Maryland authors, it does not attempt to collect all works by Maryland authors. Works that deal specifically with some aspect of Baltimore or Maryland are of particular interest, and will be added to the collection if they otherwise meet the selection criteria.

Medicine and Health

Health and medical information is furnished for the general reader, patients and their interested family members, and to a lesser extent, people interested in or beginning health-related occupations. Materials are provided at all levels from children to beginning professional health workers. Because there are several major university medical libraries in the area, the library does not attempt to provide an advanced collection for professional use.

Because of the rapidity of change in the field, the collections are kept as up-to-date as possible and are supplemented by periodicals and full text databases. Topics covered include general health, diseases, surgery, anatomy, nutrition and diet, pharmacology, psychiatry, holistic and alternative approaches to medicine, and other aspects of health and medicine. The library also buys some basic texts in fundamental sciences such as microbiology, anatomy, and physiology.

The Library collects materials written for the professional only insofar as they are needed to meet the needs of the general public.

The Library provides information on sexual customs, practices, preferences,

history, and contemporary commentary and trends. Appropriate materials are acquired for all age levels. Emphasis is on well-reviewed works for the general public.

Religion

The Library collects histories of various religions, denominations, and sects, sacred writings and biographies of notable leaders of groups, and other critical, historical and descriptive material to help produce a fair overview of a particular group. While the Library may acquire materials written by the denominations themselves that discuss their history, practice, theology, and governance, it does not collect religious tracts written by these groups. Inspirational and evangelical works constitute a popular category of current religious publications. The Library purchases these materials as it would any other popular contemporary works.

With controversial topics such as creationism or witchcraft, the Library attempts to represent as many available points of view as possible. In order to cover the issues adequately, the Library may purchase materials by spokespersons with extremely partisan views. The Library strives to purchase materials to balance these partisan views.

SELECTION CONSIDERATIONS FOR SPECIFIC POPULATION GROUPS

Some groups of library customers have a special impact on collection policies and purchasing decisions. Selection considerations for these groups are outlined below:

Children

In selecting materials for children, the Library's objective is to provide and promote a collection of print and non-print materials that satisfy and stimulate the informational, recreational, and cultural needs of children from birth through age twelve. The Library makes a special effort to provide materials that reflect African-American heritage and culture.

The general evaluation criteria outlined earlier in this document apply to children's materials. However, selection of adult materials assumes the reader's ability to filter information and to distinguish opinion from fact. It also assumes an awareness of the existence of varying opinions and a consciousness of choice. Since children have not yet developed these critical skills, the Library applies additional selection criteria to children's materials.

Children's materials are selected to appeal to children at different developmental and emotional stages. Because of this, the central element for children's collection development is the concept of "developmental appropriateness." The term "developmentally appropriate" is defined as the correspondence of the developmental and emotional level of the material to the developmental and emotional age of the child. Such levels vary from individual to individual and therefore it is possible for material to be perfectly appropriate for one child and not appropriate for a different child of the same chronological age. All materials must be developmentally appropriate to be purchased by the library. Factors that enter into determination of the "developmental appropriateness" of materials are:

- Professional judgment: Experience in working with children and their books offers insight into what children like and at what age they like it.
- Standard Review sources recommendations: *School Library Journal*, *Kirkus*, *Booklist*, *Horn Book*, and *Publisher's Weekly* include age level recommendations in their reviews.
- Publishers' recommendations: Publishers provide suggested age levels for the children's material they publish.

All materials, regardless of format, should present concepts at the sophistication level of the intended audience, and should utilize themes, ideas, activities, and other elements that appeal to children. Materials should avoid the use of stereotypes, and should reflect gender and ethnic equality. Other cultures should

be presented in a positive, sensitive manner. In nonfiction, it is important that the materials contain helpful features such as on-page glossaries, pronunciation guides, indexes, clear writing, and clear illustrations, labels, and captions that are relevant to the text on the page. Materials should be designed for the grades or ages when topics are commonly assigned or become of interest to children. Science experiments and "how to" materials should illustrate or recommend reasonable safety precautions. In fiction, the age of the main characters should be appropriate for the intended audience and there should be a clear, satisfactory resolution to the story.

In today's environment, it is important for children to have access to materials that reflect or explain contemporary problems and controversial issues. The Library collects a balanced selection of materials that treat such topics in a developmentally-appropriate manner.

The Library affirms the right and responsibility of parents to decide the suitability of materials for their own children. This can be based on cultural issues or beliefs which affect what they wish their child exposed to and at what age. Children's librarians are available to assist parents in selecting the most appropriate materials for their children.

Prepublication Selection of Children's Materials

The library uses a number of resources to identify the materials it purchases for children. These resources include publishers' catalogs, vendor advance notices, reviews published in journals mentioned above, and in-hand evaluation. Material for children can be purchased "prepub" or without in-hand evaluation if:

- Public demand is anticipated because of advanced publicity, print runs, or popularity of the character, author, or series.
- The material has received critical acclaim from a standard review source.
- The author and/or illustrator are popular and/or renowned.
- The material covers a subject area of an expressed critical need.
- The material is a different edition or format of an original work that was previously accepted (i.e. paperback edition).
- The material is part of a previously accepted series or a series that has received critical acclaim from a standard review source.

In selecting children's materials for popular collections, the Library purchases multiple copies of those titles judged to best present the theme or information, rather than purchasing a few copies of a large number of titles. Generally, the Library seeks to avoid duplicating information that is readily available in other materials, unless the new titles enhance the information already available, or where high demand necessitates a wider selection of titles. The Library purchases multiple copies of specific high demand titles, series, and titles that may be used for story hours, booktalks, or other programming.

Materials that have limited appeal, including books by critically acclaimed authors and illustrators and Award books (other than Newbery, Caldecott or Coretta Scott King), are purchased only where there is an anticipated or demonstrated community interest. In its role as State Library Resource Center, the Central Children's Department selects materials that may not generally be in high demand if they are: exemplary of some technique, unique to the field of children's literature, representative of a renowned author's or illustrator's work, or of interest to the children's literature community.

Children's materials that are collected by Central subject departments to supplement their collections are subject to the same selection criteria as all other children's materials.

Children's Serial Fiction

Serial fiction titles for children are purchased and discontinued as public demand indicates. Individual titles are not reviewed by in-hand evaluation though the series will be checked for developmental appropriateness. All series are considered according to demand, collection balance, and branch and department service priorities.

Abbreviated Versions of Classics

Abbreviated versions of classic tales such as Little Women, Black Beauty, Disney versions, etc., are purchased as public demands.

Media

Developmentally-appropriate movie tie-ins are purchased as public demands.

Special Children's Formats

Certain formats which do not lend themselves to heavy circulation are not generally purchased for the Library's collections:

- Pop up books are purchased for programming only if they have exceptional paper engineering or anticipated user appeal.
- Lift-the-flap books of sturdy construction may be purchased for programming and circulation.
- Cloth books are not purchased because of the inherent health risks.
- Educational toys may be purchased for in-house use or circulation

- dependent upon community needs and special programming.
- Flashcards and educational materials for classroom use (overheads, pattern books, educational toys, multiple book and tape sets, etc.) may be collected in special circumstances for teacher or literacy collections.
 - Books that contain removable parts are not purchased unless the parts are extraneous and can be removed during processing without loss of content.
 - Miniature editions, toy/book sets, gift sets, boxed or slip-cased editions, and other mediums that will not withstand repeated public use are not purchased.

Children's Publishers' Gifts

Publishers' gifts and complimentary review copies of children's materials are used for in-hand evaluation of materials of uncertain value to the collection and to compare nonfiction series that cover the same subject. Publishers' gifts are subject to the same selection criteria as material purchased for the system.

Publishers' gifts may be added to Central subject departments on a book-by-book basis dependent on urgent need. This should be discussed with the Children's Materials Coordinator, who will forward appropriate titles for consideration. Children's gift materials that are rejected by the Children's Materials Coordinator will not be added to the collection.

Duplicate gift copies of materials already selected for purchase will be given to the Central Children's Department or to a branch that can make the most use of the material.

Disabled

"Disability" is defined by the Americans with Disabilities Act as any physical or mental impairment that substantially limits a major life activity, such as walking, seeing, hearing, breathing, learning, working, sitting, standing, or caring for oneself. Selection of materials for the disabled involves consideration of two user groups: disabled customers themselves, as well as their families and their advocates, and non-disabled patrons seeking information about disabilities.

The provision of materials in a variety of formats is critical. The selection of large-print books for visually impaired patrons as well as audio and electronic or machine-readable formats is vital. Access to the collection for disabled patrons is increased by the selection of these alternative formats, and by the use of the Library's assistive technologies.

Immigrants

Baltimore and the State of Maryland continue to attract new residents for whom English is not the primary language. The Library purchases materials in foreign languages to meet the informational and recreational reading needs of people at all age levels whose facility in reading or speaking English may be limited.

The Library uses census and other demographic information to determine which foreign language materials are needed to serve new immigrants. Within the past decade, the proportion of native speakers of Spanish, Russian, and Asian languages such as Chinese, Japanese, Korean, and Vietnamese has increased in Baltimore and throughout the state. While the largest concentration of foreign language materials is at SLRC/Central, branches in neighborhoods with large concentrations of residents for whom English is a secondary language will also house permanent foreign language collections.

The Library collects works by contemporary authors writing in their native language, periodicals, translations (most often of American writers), and high interest/easy reading materials. The Library also collects instructional materials, such as learning English as a second language and becoming an American citizen.

Students

Students of all age levels constitute one of the Library's largest user groups. The requirements of students involved in public, independent, and home schools, those in college, and those in adult basic education and life-long learning programs all have a major impact on the selection, retention, and availability of materials. Branch and departmental staff members work closely with the Office of School and Student Services to monitor local educational programs and collect materials to support them.

The Library regularly purchases new and replacement materials designed specifically to support K-12 homework assignments. However, the Library does not attempt to provide each student with a copy of all assigned reading materials. While high-demand and high-loss materials regularly used for class assignments are replaced on an annual basis, duplication and replacement of these materials is limited by the necessity of meeting the needs of the Library's other customers. Some high-demand and high-loss items may be made reference; others are duplicated to the extent allowed by budgets and other collection considerations. The Library purchases textbooks when they are the best material available on a particular subject and are useful for the general public.

The Library purchases subscriptions to electronic resources including eBooks and databases that provide coverage of topics in the social sciences, literature,

science, and current events. Full-text periodical databases offer access to thousands of newspaper and magazine articles. An online tutoring service offers live homework help in English and Spanish to students from 4th to 12th grade.

While the Library may purchase materials suitable for use by college students, it does not attempt to duplicate the collections of college libraries.

Young Adults

The aim of library work with young adults is to promote thought, to answer questions of immediate interest, and to encourage a lifelong habit of reading. To this end, books and other materials are selected to cover the various abilities, backgrounds and interests of teen library customers. Adult books recommended for young adult readers, as well as titles written for older children may be added to the young adult collection.

Teens will have access to a variety of materials that focus on their interests and provide opportunities for personal growth and development. Special efforts are made to ensure that the young adult collections have a broad multicultural focus, with special emphasis on the African-American experience.

Materials that reflect the school-related needs of young people are an important part of the young adult collection. The Pratt Library maintains close contact with middle and senior high school curriculum staff of Baltimore City Public Schools. Students are assured access to a variety of materials in different formats and various reading levels to support their success in school.

APPENDIX A: REQUEST FOR REVIEW OF LIBRARY MATERIAL

The Library accepts as a major responsibility the necessity of providing a collection that reflects the widest possible coverage of the views, tastes, opinions, and ideas of current and past cultures. Given the limitations of space and budget, Library staff select those materials that best represent this diversity of thought and interests. It is inevitable that the collection will include materials that some find offensive or inappropriate. It is also inevitable that the collection will not include materials that some believe should be there. For this reason, the Library encourages discussion, questions, and inquiries regarding materials in the collection or potential acquisitions. Customers who wish to have materials added to or removed from the collection are encouraged to discuss their concerns with Library staff, and if necessary, pursue the issue by following the procedures outlined below. The Library does not add or withdraw materials solely upon the verbal request of any individual or group. By following this procedure on a title-by-title basis, the Library ensures that the collection adheres to the selection principles established in *How Baltimore Chooses*.

Procedure

If a customer wishes to have material added to or removed from the collection, the librarian who receives the request should attempt to help the customer. If necessary, the customer may be referred to the branch or department manager for further assistance. If the requested material meets the collection guidelines, the material should be ordered, and an on-order reserve taken for the customer. If it does not meet the collection guidelines, the customer or the assisting librarian may complete a *Request for Review of Library Material*, which will be forwarded to the Collection Management Department. If these materials are consistent with general Library selection policies, they will be added to the appropriate collection. Materials not consistent with selection policies will not be added.

If the customer wishes to be notified of the Library's decision, or wishes to place a reserve on the material if it is ordered, this may be indicated on the Request. If requested material is not added and the customer wishes to pursue the matter, he or she should complete the *Request for Review of Library Material – Request to Add Material*. This form may be mailed if the customer has contacted the Library by telephone. The customer should be given or sent a photocopy of the completed form, which includes the procedural steps that will be taken.

If a customer questions the appropriateness of a particular item in the collection, the librarian who receives the question should attempt to satisfy the customer's concern. Staff procedures for handling such concerns are outlined in the Staff Manual. Customers needing further assistance should be referred to the branch or department manager. If the manager resolves the customer's concerns, he or she should notify the Collection Management Department that the matter was

satisfactorily resolved. Customers who still wish to pursue the matter after discussion with the branch or department manager should complete the *Request for Review of Library Material – Request to Remove Material*. This form may be mailed if the customer has contacted the Library by telephone. The customer should be given or sent a photocopy of the completed form, which includes the procedural steps that will be taken. The customer could also be directed to download the form from the library's website.

Request for Review of Library Material – Request to Remove Material.

This form may be mailed if the customer has contacted the Library by telephone. The customer should be given or sent a photocopy of the form, which includes the procedural steps that will be taken. The customer could also be directed to download the form from the library's website.

The following Library personnel should receive copies of the completed *Request for Review of Library Material – Request to Remove Material* form:

1. The branch or department manager
2. The appropriate division chief, subject specialist, or age-level specialists
3. The Head of the Collection Management Department, who makes the written response, maintains a file of challenged materials, and alerts other units when challenges occur
4. The Chief of the Information Access Division (who alerts the Assistant Director and Executive Director)

The Collection Management Department will send a letter to the customer acknowledging the receipt of the form with an indication that a written response will be forthcoming. The Collection Management Department, working with the branch or department manager and subject or age-level specialists, will evaluate the material in terms of its adherence to the Library's stated selection policies, and compose an appropriate response.

The response will be prepared after consideration of the Library's materials selection policy, the principles of The Library Bill of Rights, the opinions of various review sources used in selecting library materials, and any other appropriate sources. A copy of the letter will be sent to the customer as well as to Library staff who received copies of the original request. If the customer still desires to take his or her concern to the Director or Assistant Director, he or she may do so in writing.

ENOCH PRATT FREE LIBRARY Request for Review of Library Material:
Request to Remove Library Material

Thank you for your interest in the Enoch Pratt Free Library's collections. Please complete this form and sign it. We need this information in order to respond adequately to your request. Your comments will be forwarded immediately to the Collection Management Department. You will receive a written acknowledgement of your request within 15 working days, and a formal reply to your *Request for Review* within one month.

Type of material:

☐ Book ☐ Pamphlet ☐ Audiobook
☐ Magazine ☐ Video
☐ Newspaper ☐ DVD

Age Level:

☐ Adult ☐ Young Adult (Teen) ☐ Children's

Branch and/or Department Location: _____

Specific Information about material:

Author: _____

Title: _____

Publisher (if known): _____

1. How was this material brought to your attention?
2. Have you examined the material in its entirety? If not, what parts have you examined?
3. Please explain your objection to the material. Please be specific.
4. Please evaluate the material's positive and negative qualities.
5. What harmful effect do you feel the material might have? On whom?
6. Are there alternatives to this material which the Library could consider?

Name: _____

Telephone: _____

Address: _____

Who do you represent?

Myself ☐

Organization (Please specify) _____

Signature: _____

Date: _____

ENOCH PRATT FREE LIBRARY Request for Review of Library Material:
Request to Add Library Material

Thank you for your interest in the Enoch Pratt Free Library's collections. Please complete this form and sign it. We need this information in order to respond adequately to your request. Your comments will be forwarded immediately to the Collection Management Department. You will receive a written acknowledgement of your request within 15 working days, and a formal reply to your *Request for Review* within one month.

Type of material:

☐ Book ☐ Pamphlet ☐ Audiobook
☐ Magazine ☐ Video
☐ Newspaper ☐ DVD

Age Level:

☐ Adult ☐ Young Adult (Teen) ☐ Children's

Branch and/or Department Location: _____

Specific Information about material:

Author: _____

Title: _____

Publisher (if known): _____

1. How was this material brought to your attention?
2. Have you examined the material in its entirety? If not, what parts have you examined?
3. What information or viewpoint do you believe the material will convey that is not already represented in the collection?
4. If there are other materials on this subject in the collection, why do you believe the Library should purchase this material as well?
5. Please evaluate the material's positive and negative qualities.
6. Who is the intended audience for this material?
7. Do you want the Library to place a reserve on this title for you if purchased?

Name: _____

Telephone: _____

Address: _____

Who do you represent?

Myself ☐

Organization (Please specify) _____

Signature: _____

Date: _____

APPENDIX B: LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expressions and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

APPENDIX C: THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television, the problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or

manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to the freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

- 1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and

consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history of political affiliations of the author.*

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.*

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to

determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.*

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:
American Library Association and Association of American Publishers

Subsequently Endorsed by:
American Booksellers Association
American Booksellers Foundation for Free Expression
American Civil Liberties Union
American Federation of Teachers AFL-CIO
Anti-Defamation League of B'nai B'rith
Association of American University Presses
Children's Book Council
Freedom to Read Foundation
International Reading Association
Thomas Jefferson Center for the Protection of Free Expression
National Association of College Stores
National Council of Teachers of English
P.E.N. American Center
People for the American Way
Periodical and Book Association of America
Sex Information and Education Council of the U.S.
Society of Professional Journalists
Women's National Book Association
YWCA of the U.S.A.

APPENDIX D: FREE ACCESS TO LIBRARY FOR MINORS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the LIBRARY BILL OF RIGHTS. The American Library Association opposes all attempts to restrict access to library services, materials and facilities based on the age of library users.

Article V of the LIBRARY BILL OF RIGHTS states, "A person's right to use a library should not be denied or abridged because of origin, age, background or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, education level, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Libraries and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents – and only parents – have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972; amended July 1, 1981; July 3, 1991, by the ALA Council. ISBN 839-7549-6

APPENDIX E: AMERICAN FILM AND VIDEO ASSOCIATION FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or film maker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

APPENDIX F: Access to Electronic Information, Services, and Networks: An Interpretation of the LIBRARY BILL OF RIGHTS

Introduction

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information.ⁱ Libraries and librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

The American Library Association expresses these basic principles of librarianship in its Code of Ethics and in the Library Bill of Rights and its Interpretations. These serve to guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to electronic information, services, and networks.

Libraries empower users by providing access to the broadest range of information. Electronic resources, including information available via the Internet, allow libraries to fulfill this responsibility better than ever before.

Issues arising from digital generation, distribution, and retrieval of information need to be approached and regularly reviewed from a context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are not swept away.

Electronic information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it. Even so, many people lack access or capability to use electronic information effectively.

In making decisions about how to offer access to electronic information, each library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

The Rights of Users

All library system and network policies, procedures, or regulations relating to electronic information and services should be scrutinized for potential violation of user rights.

User policies should be developed according to the policies and guidelines established by the American Library Association, including *Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities*.

Users' access should not be restricted or denied for expressing or receiving constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved or utilized electronically is constitutionally protected unless determined otherwise by a court of law with appropriate jurisdiction. These rights extend to minors as well as adults (*Free Access to Libraries for Minors; Access to Resources and Services in the School Library Media Program; Access for Children and Young Adults to Nonprint Materials*).ⁱⁱ

Libraries should use technology to enhance, not deny, access to information. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice in accordance with *Privacy: An Interpretation of the Library Bill of Rights*.

Equity of Access

The Internet provides expanding opportunities for everyone to participate in the information society, but too many individuals face serious barriers to access. Libraries play a critical role in bridging information access gaps for these individuals. Libraries also ensure that the public can find content of interest and learn the necessary skills to use information successfully.

Electronic information, services, and networks provided directly or indirectly by the library should be equally, readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive their major support from public funds (*50.3 Free Access to Information; 53.1.14 Economic Barriers to Information Access; 60.1.1 Minority Concerns Policy Objectives; 61.1 Library Services for the Poor Policy Objectives*). All libraries should develop policies concerning access to electronic information that are consistent with ALA's policy statements, including *Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights, Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities, and Resolution on Access to the Use of Libraries and Information by Individuals with Physical or Mental Impairment*.

Information Resources and Access

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate. Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children.

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained electronically. Libraries have an obligation to provide access to government information available in electronic format.

Libraries and librarians should not deny or limit access to electronic information because of its allegedly controversial content or because of the librarian's personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to electronic information solely on the grounds that it is perceived to lack value.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the *Library Bill of Rights (ALA Policy Manual, 53.1.17, Resolution on the Use of Filtering Software in Libraries)*. If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech. Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely manner. Minors also retain the right to access constitutionally protected information and, at the minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.ⁱⁱⁱ

Electronic resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to electronic resources no

less than they do to the more traditional sources of information in libraries
(*Diversity in Collection Development*).

ⁱ *Martin v. Struthers*, 319 U.S. 141 (1943); *Lamont v. Postmaster General*, 381 U.S. 301 (1965); *Susan Nevelow Mart, The Right to Receive Information* (PDF), 95 Law Library Journal 2 (2003).

ⁱⁱ *Tinker v. Des Moines Independent Community School District*, 393 U.S. 503 (1969); *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, (1982); *American Amusement Machine Association v. Teri Kendrick*, 244 F.3d 954 (7th Cir. 2001); cert.denied, 534 U.S. 994 (2001).

ⁱⁱⁱ "If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." *United States, et al. v. American Library Association* (PDF), 539 U.S. 194 (2003) (Justice Kennedy, concurring).

See Also: *Questions and Answers on Access to Electronic Information, Services and Networks: An Interpretation of the Library Bill of Rights*.

Adopted January 24, 1996, by the ALA Council; amended January 19, 2005.
[ISBN: 8389-7830-4]

APPENDIX G: THE STATE LIBRARY RESOURCE CENTER

Overview

The Central Library of the Enoch Pratt Free Library serves all citizens of the State of Maryland as the State Library Resource Center (SLRC). In 1971, the Maryland General Assembly enacted a law that established the Central Library as the State Library Resource Center. The law states:

In order to provide continued and expanding access by the citizens of Maryland to specialized library materials and services available only at the Central Library of the Enoch Pratt Free Library system... the General Assembly hereby declares the Central Library of the EPFL system to be the State Library Resource Center.
--770 Laws of Maryland 1676 et seq (1971)

Paragraph 23-201. **State Library Resource Center**

Established. – The Central Library of the Enoch Pratt Free Library System is the State Library Resource Center.

Purpose. – The State Library Resource Center shall provide and expand access to specialized library materials and services that are necessary for coordinated efficient, and economical library services in this State. (An. Code 1957, art. 77, Paragraph 168; 1978, ch. 22, Paragraph 2.)

This designation allows all Maryland citizens to have access to a public library whose resources are unparalleled in the State. Acting in place of a state library – which exists in most states – SLRC works cooperatively with regional, local public, school, special and academic libraries in a network that allows materials and information to be shared statewide. SLRC provides information services directly to Marylanders and serves as a reference and training resource for Maryland public libraries and their customers. SLRC is maintained with state funds provided by an annual SLRC per capita grant administered by the Division of Library Development and Services of the Maryland State Department of Education.

The Central Library/ SLRC includes research collections in the following areas: African-American studies, Maryland history, business, job/career and grants resources, and the H.L. Mencken and Edgar Allan Poe collections. The collection size is 2.7 million items, including 9,000 periodical titles and numerous vertical file and ephemeral items. SLRC also maintains a state Government Reference Service, and is by state law (23-301) responsible for the State Publications Depository and Distribution Program.

The Maryland Interlibrary Loan Organization (MILO), a department of the Library's Information Access Division, is responsible for providing materials requested not only by the library's branches, but also by other Maryland libraries. MILO is a cooperative network of public, academic, school and special libraries

throughout the state of Maryland. Customers are provided with access to the books, magazines, newspapers and other resources of over 700 libraries in the state and from libraries outside of the Maryland network.

MILO fills many requests from the Pratt's own collection, and the remainder through brokered interlibrary loan. The availability of the library's broad, in-depth collection enables other public libraries in the state to focus their collection development on the more popular materials demanded by the majority of their customers, knowing that the more specialized and less-frequently requested materials will be available through the State Library Resource Center.

SLRC also manages SAILOR, Maryland's Public Information Network, an online electronic information network. Customers are able to search Maryland's online library catalogs and to access many full-text books and articles in magazines, newspapers, and journals; or, to answer specific questions or information on a particular topic. SAILOR provides information about the services of public and private agencies, and government information, such as proposed legislation, job listings, and census data. SAILOR connects Marylanders via the Internet to information resources within the State and worldwide. It is available without charge to all public library systems and to library customers at home via remote access. Collection Management Department staff of the Enoch Pratt Free Library manages SAILOR's core resource database subscriptions for the state.

Despite the ease with which they will be able to cross traditional library boundaries, Maryland residents will undoubtedly continue to depend on the Pratt's collections to supply materials that are not available elsewhere in the state or electronically. The advances in electronic transfer and other improvements in document delivery methods, combined with increasing prices and publishers' output, make it more practical than ever that libraries in the state develop and maintain strong commitments to resource sharing.

SLRC Collection Management Practices

The selection policies and practices for print and non-print (including electronic) materials continue to anticipate and respond to statewide need via purchase recommendations from SLRC subject specialists, the expertise of the Collection Management Department's selectors, and active participation in statewide collection management groups including the Metropolitan Area Collection Development Council (MACDC), the Maryland Public Electronic Resources Librarians (MPERL), and the Maryland Association of Interlibrary Loan Librarians (MAILL).

SLRC materials purchases may include expensive resources not likely to be acquired by county library systems though recommended by SLRC subject specialists to answer statewide need.

Multiple copies of titles in research level subject areas make available broad views of, approaches and treatments of issues and subjects that will be in demand by statewide customers whose local libraries may have selected more narrowly and in less duplication.

Electronic resources (database subscriptions, e-Books, etc.) in some instances replace hardcopy reference works, including encyclopedias and indexes, and may require limited license arrangements (e.g., not allowing remote access or multiple locations) to enable SLRC subject specialists to assist walk-in, telephone, or email customers with questions or to assist other Maryland librarians who are working with customers and need information from unique resources.

The Library also maintains an extensive collection of serial titles to support research and referrals from librarians throughout Maryland. SLRC specialists review the selections and serial titles are added or weeded according to need. Selection and retention preference is given to heavily indexed titles. Decisions to keep print and electronic subscriptions of the same title are made based on the popularity of titles and the accessibility of the titles in electronic databases.

The retention policies and practices for the Library's collection seek to maintain reference and circulating copies of materials beyond the usual life span of popular materials in public libraries whose mission does not involve statewide responsibilities for in-depth "backup" resources. Last copies of out-of-print resources are frequently designated non-circulating to ensure availability at the Library for all Marylanders.

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